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TO :  
 FROM : Chief, FE  
 SUBJECT: General - General

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 Date: OCT 28 1957 By: *HR 70-3*  
 Specific - Support *Review by Headquarters*

ACTION REQUIRED: Information only

25X1A2d1 The following summary of minutes of the 2 October 1957 Headquarters meeting of the [REDACTED] Support Chiefs may be of interest to Support personnel and perhaps other members of your staff. Please do not construe as new policy anything contained in this dispatch which may be at variance with existing official issuances or instructions.

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This dispatch requested all field installations to send to Headquarters suggestions for alleviating the administrative workload in the field. The major suggestions received and action taken were outlined. It is apparent that the workload is not a few big things but an aggregate of many small tasks. The following are some of the comments which were common among several stations:

(1) A large number of stations complained of technical difficulties with what they felt were complex finance and property accounting procedures. We have published a greatly simplified Class B Station Finance Procedure and have drafted a new Type III Supply Procedure simplified for the small station.

(2) The Monthly Report of Cash on Hand was felt to be burdensome. This report was eliminated for stations with cash balances that do not exceed the equivalent of \$25,000. 25X1A

(4) There was considerable criticism of the dispatch and pouch procedures which RI/FI is studying carefully to simplify.

The Support Chiefs can render a real service to the field by reviewing carefully the numbers of copies of dispatches, forms, etc., before

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release to the field, not asking the field for data which can be obtained from Headquarters files, keeping the stations manned (advance advice of replacements, etc.), replying promptly to dispatches and cables, and notifying the field in advance of new or changed Headquarters policies and procedures.

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#### c. ADMINISTRATION CAREER SERVICE

The policies of the Administration Career Board were explained relative to the qualifications, selection, placement, and career development for general administrative personnel. It was pointed out that administrative careerists may be obtained from the outstanding officers of other Support Career Services and DA category personnel in the [REDACTED] whose experience and career development indicate potential for promotion to grade GS-12 and 25X1A2d1 assignment to the SA Career Board. Every effort has been made to give the administrative officers overseas experience, and extension of overseas tours has not been authorized generally in order to provide the opportunities for overseas duty for all of our careerists. At this time only one grade GS-15 and three grade GS-14's of the entire Career Service who are qualified for overseas duty have not as yet had overseas tours or are not immediately scheduled to go overseas. Rotation plans will include tours in the [REDACTED] area at Headquarters, [REDACTED] Career 25X1A2d1 programming has developed to the stage where we are able to advise each administrative officer of his next assignment six months prior to his departure from the field. We are now moving into career development plans built around the Career Development outlines submitted by each officer.

#### d. DIRECTED ASSIGNMENTS

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[REDACTED] discussed the background resulting in the Chief, KUBARK approval of [REDACTED] Of course, the person 25X1A problems of an employee must be given appropriate consideration, but we must utilize the "directed assignment" policy when necessary in order to man hardship posts. If a fairly selected individual cannot show good reason for refusing an assignment we must enforce this policy even to the point of separation of the individual from the organization.

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## e. NOMINATIONS FOR EXTERNAL TRAINING

In the interest of career development it is the responsibility of Career Services to nominate their careerists for attendance at the Armed Forces Colleges regardless of the organization component to which the personnel are assigned. The Career Service should coordinate such nominations with the component in which the careerist is working.

## f. PERSONNEL CEILINGS

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[REDACTED] gave a brief resume of conditions resulting in the current personnel ceiling of the organization and the requirement for certain cuts recently effected in the various Offices. He pointed out that while there is no fixed field ceiling there is a fixed over-all organization ceiling so that ceiling increases in the field or any other activity of the organization must be off-set by corresponding reductions in other ceilings. Reductions in on-duty strength must be forthcoming to reduce to the authorized ceiling. One way to perform the job with the minimum number of personnel, and, in turn, reduce on-duty strength, would be to separate those employees who have exhibited "less than satisfactory" performances. This can be done if supervisors will give warnings to the individuals of their "below standard" performances. If there is no subsequent improvement, follow-through with the Director of Personnel to establish a conclusive case to support separation would be in order.

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